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| Index | 340/SAC/PEA |
| Post Title | PE Assistant |
| Division | Sport and Active Communities |
| Section | Active Schools |
| Location | Various |

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| Responsible to | Active Schools Coordinator |
| Responsible for | All immediate reporting staff, external and agency staff and volunteers |

Job Purpose

- 1 To support the provision of high quality PE within schools through lifeguarding school swimming sessions and assisting with delivery of PE classes and school sport.
- 2 To provide supervision and support to users of Sport Aberdeen swimming pool facilities through assisting in their safe and efficient operation.

General Responsibilities

- 3 Be aware of and committed to the equal opportunities principles and practices of the company.
- 4 Employees are responsible for the implementation of the health and safety policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements to ensure these are implemented and developed as necessary.

Role Specific Responsibilities

- 5 Supporting the delivery of PE classes and working with smaller groups of pupils through a range of methods, for example supporting individuals, sports coaching, delivering training sessions and mentoring, ensuring a high quality experience for all pupils.
- 6 Develop close partnerships with school staff, Sport Aberdeen colleagues and other key partners to support an increase in opportunities for pupils to access sport and physical activities.
- 7 Support an increase in the number of pupils, including those from priority groups, engaging in leadership and volunteering to support skills development and pathways into positive destinations.
- 8 Be responsible for ensuring monitoring and reporting is completed and impact is regularly communicated to key stakeholders.
- 9 Have an awareness of local and national policy and legislation relevant to project areas, such as UNCRC and GIRFEC.
- 10 Support the transition of participants from targeted programmes into universal school extra-curricular activities, sports clubs and community initiatives.
- 11 To carry out duties assisting in the safe and efficient operation and administration of activities within a swimming pool facility.

- 12 To help maintain a safe/secure environment through observation and provision of guidance and emergency assistance if required, to facility users reporting any concerns to line manager and where appropriate facility manager.
- 13 To maintain the service standards in relation to cleanliness and safety, carrying out general cleaning in all parts of the facility environment, safety / operational equipment and resource checks and report findings in appropriate documentation where required.
- 14 To maintain high standards of customer care at all times, dealing with customer queries in a helpful and friendly manner.
- 15 To attend regular training sessions in order to maintain knowledge, fitness and skills required to carry out lifeguarding duties, and update essential qualifications.
- 16 To work within the Normal Operating Procedure and Emergency Action Plan currently in use at the place of work.
- 17 To work within the Health & Safety, COSHH and Risk Assessment guidelines at all times.
- 18 Maintain a high level of conduct and appearance at all times.

Methods of Working Expectations

The post holder will be expected to:

- 19 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective teamwork with partners, stakeholders and colleagues.
- 20 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 21 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 22 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 23 Undertake appropriate training associated with the duties of the post.

General Conditions

- 24 The full-time working week is 37 hours. A flexible approach to working is required and a time off in lieu (TOIL) system is in operation.

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and weekend work. The detail of the shift rota and your working pattern will be supplied to your line manager.
- 25 A car mileage user allowance is payable. If using your vehicle for work purposes, you must have insurance for business use.
- 26 The company operates a no-smoking policy.
- 27 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

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| Approved by | Nickie Scorgie - Head of Human Resources & Organisational Development | February 2025 |
| Status | ISSUED | February 2025 |